






RECORDS RETENTION SCHEDULE

STATE RECORDS PROGRAM

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION California Public Utilities Commission		(2) AGENCY BILLING CODE 59000	(3) PAGE 1 OF 4 PAGES	
(4) DIVISION/ BRANCH/ SECTION Executive/News and Public Information		(5) ADDRESS 505 Van Ness Avenue, Room 5301, San Francisco, CA 94102		
CHECK THE APPROPRIATE BOX				
(6)	<input type="checkbox"/>	New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]		
(7)	<input checked="" type="checkbox"/>	Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)		
(8)	<input type="checkbox"/>	Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)		
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER NPI - 1	(10) SCHEDULE DATE 1/11/2008	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 31
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER COM 98-1	(14) APPROVAL NUMBER 99-108	(15) APPROVAL DATE(S) 16-Jun-99	(16) PAGE NUMBER(S) REVISED 1,2
(17) MISSION/FUNCTIONAL STATEMENT The mission of the News and Public Information Office is to provide information to the media, general public and CPUC staff about Commission decisions, actions and policies, utilizing printed and electronic materials.				
PART I – AGENCY STATEMENTS				
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.				
(18) SIGNATURE – MANAGER RESPONSIBLE FOR THE RECORDS 		(19) TITLE Senior Public Information Officer	(20) PHONE NUMBER 415-703-2160	(21) DATE SIGNED 1/11/2008
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.				
(22) SIGNATURE – RECORDS MGMT ANALYST 	(23) CLASSIFICATION B50 II, Supervisor	(24) NAME (Printed or Typed) GARY R. MINHAM	(25) PHONE NUMBER 415-703-1860	(26) DATE SIGNED 01/16/2008
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)				
(27) SIGNATURE – CalRIM CONSULTANT 		(28) APPROVAL NUMBER 08-020	(29) DATE SIGNED 1/23/2008	(30) EXPIRATION DATE 1/23/2013
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)				
THE ATTACHED RECORDS RETENTION SCHEDULE:				
(31)	<input type="checkbox"/>	Contains no material subject to further review by the California State Archives		
(32)	<input checked="" type="checkbox"/>	Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)		
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE 			(34) DATE SIGNED Jan. 29, 2008	

Item # (37)	Cubic Feet (38)	CA State Archives Use Only (39)	Title and description of Records (double spaces between items) (40)	Media (41)	Vital (42)	Retention				PRA (exempt) & IPA (47)	Remarks (48)
						Office (43)	Dept. (44)	SRC (45)	Total (46)		

1	2		<u>Administrative Records</u>								
			Personnel	P/E		Active				<i>active</i>	Active until employee separates, transfers or retires (office copies only - H.R. or employee have originals. Destroyed on site
2	2		Timesheets, Travel claims	P/E		Active				<i>active</i>	Active until employee separates, transfers or retires (office copies only - H.R. or employee have originals. Destroyed on site
3	2		Correspondence	P/E		Active				<i>active</i>	Inactive when inquiries/requests satisfied. Destroy on site
			<u>Program Records</u>								
④✓	3	NOTIFY ARCHIVES	Agenda Material	P/E		<i>Active</i>				<i>active</i>	Active until adopted then destroy on site. Originals retained in Central Files.
⑤✓	3	NOTIFY ARCHIVES	Annual Reports	P		Perm.				<i>Perm.</i>	Retain one copy of each report for reference
⑥✓	9	NOTIFY ARCHIVES	Press Releases	P/E		Active	<i>Active</i> Current +5			<i>active</i> +5	Retain for reference

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						Office (43)	Dept. (44)	SRC (45)	Total (46)		

7 8 9	2 5 2	NOTIFY ARCHIVES NOTIFY ARCHIVES	<u>Program Records</u>								
			Telephone log	P/E		Active	Active Current +2		Active +2		
			Photographs and Prints	M		Active	Active Current +5		Active +5		Historical events - evaluate on a case by case basis
9	2	NOTIFY ARCHIVES	Video Tapes	M			Active Current +5		Active +5		Historical events - evaluate on a case by case basis
10	1		<u>Records Management</u>								
			Std. Form 70, Records Inventory Worksheet	P/E		Active	Current		Current		Retain as active until next inventory or when no longer needed for reference or analysis, whichever is later. Destroy on site.
11			Std. Form 71, Records Transfer List	P/E		Active	Current		Current		Retain as active ^{current} until records have been either destroyed, retired permanently, transferred to State Archives, or are no longer needed, whichever is later. Destroy on site.

Item # (37)	Cubic Feet (38)	CA State Archives Use Only (39)	Title and description of Records (double spaces between items) (40)	M e d i a (41)	V i t a l (42)	Retention				PRA (exempt) & IPA (47)	Remarks (48)
						Office (43)	Dept. (44)	SRC (45)	Total (46)		

Records Management

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Std. Forms ~~72 & 73~~, Record P/E
 Rentention Schedule
 Approval Request & Record
 Rentention Schedule

~~Current~~
Active~~Current~~

Superseded. Although revision is
 required every five years from date of
 approval from SGD, RRS that are not
 revised remain in effect but are not
 considered "active". Destroy on site.

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Std. Form 76, Statee Records P/E
 Center

Active

~~active~~

Retain as active until request for
 referral or withdrawal is completed.
 Destroy on site.